

# The District Municipality of Muskoka is currently recruiting for a Infrastructure Analyst (GIS)



## The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility, and inclusion. [Watch our video](#) to learn more.

## The Opportunity

The Infrastructure Analyst (GIS) will be responsible for updating and maintaining the District's Engineering & Public Works (EPW) Geographic Information System (GIS) asset databases. This job will receive, archive, maintain, and/or analyze maps, plans and specifications ensuring compliance with District requirements and providing information for EPW, other departments, outside agencies, and the public as required.

### What you will do:

- Coordinate, design, and maintain accurate and reliable applications for GIS, Asset Management (AM) and other databases.
- Perform manipulation to spatial attribute data for the purpose of map generation. Prepare, print, and distribute maps and plans for internal and external use.
- Research and implement data management tools, including the development of Graphical User Interfaces.
- Administer EPW Web Applications on District's Geohub Platform to support daily activities and programs such as collectors and heat maps.

### What you will need:

- Three (3) year post-secondary diploma course in a related field or equivalent, including specialized training in GIS and asset management.
- Member in good standing with OACETT (Ontario Association of Certified Engineering Technicians and Technologists), C.E.T or C.Tech.
- Three (3) to five (5) years' experience in a municipal environment and in a related field.
- Proficiency in computer software applications by ESRI Suite and AutoCad

**For a full outline of the responsibilities and requirements, please review the job description below.**

## What we are offering

This is a **Permanent Full-Time** opportunity at the District. The hourly compensation range for this role is **\$34.93 - \$38.37** based on a 35-hour work week. The District is also proud to offer the following to our permanent employees:



## The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the "How to Apply" instructions on our website and then submit your application: [www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

**This posting closes on Wednesday July 10, 2024 @ 12:00 p.m.**

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



## JOB DESCRIPTION

### Infrastructure Analyst (GIS)

<b>Department:</b>	Engineering & Public Works	<b>Reports to:</b>	Manager, Compliance and Business Support
<b>Effective Date:</b>	April 2024	<b>Supersedes:</b>	May 2012
<b>Classification:</b>	CUPE Inside Class 7	<b>Job Evaluation Date:</b>	May 2024

#### POSITION SUMMARY:

Responsible for updating and maintaining the District's Engineering & Public Works (EPW) Geographic Information System (GIS) asset databases. Receives, archives, maintains, and/or analyzes maps, plans and specifications ensuring compliance with District requirements and providing information for EPW, other departments, outside agencies, and the public as required.

#### DUTIES & RESPONSIBILITIES (not limited to):

- Coordinate, design, and maintain accurate and reliable applications for GIS, Asset Management (AM) and other databases.
- Perform manipulation to spatial attribute data for the purpose of map generation. Prepare, print, and distribute maps and plans for internal and external use.
- Research and implement data management tools, including the development of Graphical User Interfaces.
- Administer EPW Web Applications on District's Geohub Platform to support daily activities and programs such as collectors and heat maps.
- Coordinate, design, create, troubleshoot and provide training on EPW mobile applications for data collection and inspections including providing day to day support in Operational workflows
- Maintain District's Urban Servicing database and assign each property a designation for taxation purposes.
- Review and interpret design drawings, as-built drawings, record documents, or other forms of transmittal for the purpose of asset inventory updating and modelling in a GIS environment.
- Provide review on development related documents, drawings, and applications, verify submissions are in compliance with District standards and guidelines, and provide feedback for non-compliance to appropriate department.
- Facilitate amendment of as-built drawings following scope, plant or equipment changes.
- Liaise/coordinate with other departments on GIS, AM, and other asset database management issues.
- Download and process information from electronic data capture devices including Global Positioning Systems (GPS).
- Maintain archives for hard copy and electronic plans and specifications including real property plans and construction drawings pertaining to District EPW roads, structures, culverts, signs, signals, watermains, sewers, and facilities.
- Provide technical support for contract administration works as requested.
- Related duties as assigned.

#### MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Three (3) year post-secondary diploma course in a related field or equivalent, including specialized training in GIS and asset management.
- Member in good standing with OACETT (Ontario Association of Certified Engineering Technicians and Technologists), C.E.T or C.Tech.
- Three (3) to five (5) years' experience in a municipal environment and in a related field.
- Proficiency in computer software applications by ESRI Suite and AutoCad
- Knowledge of database and application management including GIS principles in an Enterprise GeoDatabase environment for use with municipal EPW infrastructure.
- Excellent communication skills.
- Ability to manage multiple tasks simultaneously.

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